

Directions to Download Files from Nextgen Local Government Software

**Below are the instructions to download Final Expenditure Report data from the Nextgen software. The download includes the revenue, expenditures, and balance sheet data.**

1. Open Local Government Software
2. Click on “Financial Management”
3. Click on “Period End”
4. Click on “Audit Files”
5. Click on “Export Audit Files”
6. Choose “Fiscal Year”
7. Click on the highlighted Bar below Template-“Choose SDE File-All Funds”
8. Click on the highlighted Bar below SDE Report Type and choose the appropriate file-
   * When completing the FER choose “Annual Financial Report”
   * When uploading the original budget choose “ Original Budget”
   * When completing the final amended budget prior to starting the fer choose “Amended Budget”
9. Click on the highlighted Bar below Audit File Name-
10. Choose SDE.text and change the file name to SDE 2022all.txt. (Use current year in file name)
11. Click “Ellipses Box” under “Audit File Path” to choose where you want to save your file
12. Click “Ok” to save
13. Click “Next” at the bottom of the page
14. Select “From” and “Thru” Periods (July 1-June 30)
15. Click the checkbox “summarize by fund”
16. Click “Finish” then wait…
17. When finished, a notice will pop up, “Audit Files have been successfully exported”.
18. Minimize the screen and check for the file. Don’t open it.
19. “Open Excel” and “Open the File in Excel”.
20. “Change File Type to Text Files”
21. “Find File”
22. In Excel, open the SDE.TXT file you just created. In the Open window, you must search for the file type of text files.
23. When the text import window opens, choose delimited and then click next. Then uncheck “tab: and check “comma” and click finish.
24. Choose ‘Save As’ to save this file as an Excel Workbook.

For next steps, refer to the one pager resource, “To Prepare an Excel File for Uploading into

ePlan”.

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